



**CITY OF COLONIAL HEIGHTS, VIRGINIA
MEETING OF THE PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING OF THE
PLANNING COMMISSION
Tuesday, March 5, 2019
7:00 p.m.**

I. Call to Order: 7:00 p.m.

Mr. Hartson called the meeting to order at 7:00 p.m.

II. Roll Call

Present:

Mrs. Hamilton
Mr. Hartson
Mrs. Schiff
Mr. Kollman
Mr. Wade
Mr. Cherry

Absent:

Mr. Kohan

Also Present:

Mr. Smith
Ms. Hall
Mr. Henley
Mr. Fisher
Ms. Payne

III. Determination of Quorum

A quorum was determined.

IV. Approval of Agenda

Mrs. Schiff made a motion to approve the agenda as presented, and Mr. Wade seconded the motion.

V. Approval of Minutes for January 3, 2019 meeting

Ms. Schiff made a motion to approve the minutes, and Mr. Wade seconded the motion, with all Commissioners in favor.

VI. Hearing of Citizens Generally

None

VII. Public Hearings

a. Planning Commission Resolution 19-2

City's proposed FY2020-2024 Capital Improvements Plan (CIP)

Sheila Minor, Finance Director, gave an overview of the CIP:

- Capital Improvements are projects that require more than \$100,000 in costs.
- Staff is proposing \$9.25 million in projects; and the actual cost is \$26 million.
- Additional financing options include state and federal funding, which will be leveraged with the City's contributions.
- There are \$51.4 million in Capital Project requests; and projects not funded in the first year will be considered for years after.
- Projects funded are using a pay-go arrangement.
- Debt issuances are scheduled for FY 2020-21 to take advantage of economies of scale.
- Projects marked as FY19-20 are prioritized if the CIP and Operating Budget are approved. The transportation projects below have dedicated VDOT funding:
 - Boulevard Enhancement from James Ave to A Ave
 - Appomattox River Greenway Trail, phase IV
 - Appomattox River Greenway Trail, phase V
 - Boulevard Enhancement from A Ave to Temple Ave
 - Holly Ave and Jamestown Road Pavement repair
 - Rehabilitation and preservation of city bridges
 - Boulevard and Westover west-bound turn lane
 - Branders Bridge Rd and Boulevard right-bound turn lane
- Additional projects earmarked for FY19-20 include:
 - Animal Shelter entrance improvements Phase I and II
 - Gateway roundabout, phase I includes irrigation and landscaping
 - Microsoft 10 Windows upgrade for all city computers
 - Contribution to an inclusive, barrier-free playground
 - Middle school tennis courts replacement
 - Violet Bank Restoration, phase I
 - City Hall HVAC replacement
 - 9-1-1 Hardware system refresh

Mr. Hartson asked if a traffic light would be at Temple Avenue to help relieve

congestion. Mr. Henley replied that traffic congestion would be relieved by adding a dedicated right-turn lane at the westbound approach. Mrs. Schiff asked if it was “no right turn” at that same intersection; and Mr. Henley replied, yes.

Mr. Henley added that Engineering is considering a project to improve Conduit Ave by assessing if a traffic signal is needed. There are federal warrants that rely on safety, traffic volume, and assessment to qualify for federal and state aid.

Mr. Cherry asked if there is a minimum amount of space needed for traffic signals. Mr. Henley replied, yes; but, the light at Roslyn Avenue would not be a problem because it is well separated.

Mr. Hartson asked Mr. Henley why both phases four and five of the trail are listed in the same fiscal year; since typically, only one phase is developed per fiscal year. Mr. Henley replied that it was a multi-phase program, and the phasing consumed all the funding from VDOT. Due to a misunderstanding, VDOT cancelled phase four of the trail. Since 2017, the City has tried to obtain funding to restart the project; however, phase five is fully-funded. As of last Friday, the Tri-Cities MPO decided to recommend funding for phase four on July 1, 2019, if the policy board approves it on March 14th.

Ms. Hamilton asked for more information on the restoration project of Violet Bank Museum from Parks and Recreation. Mr. Skalak replied that the Cameron Foundation provided a \$50,000 grant to the City for restoring Violet Bank. The grant request is to fulfill the first phase in managing the moisture in the building from the roof and ground. Mr. Smith added that the City has contingency funds to add to the project in case more repairs are needed to the building as the project continues.

Mrs. Schiff said Shepherd Stadium looks beautiful and asked for confirmation on the construction start date of the tennis courts at the middle school. Mr. Skalak confirmed that the start date was correct. The project’s estimated costs are \$131,000 and the costs will be shared with the school. The project does not include new lighting and new fencing. Currently, the existing courts are not open to the public during school hours, but some of the new courts will be open to the public during school hours. She asked about the color scheme and he said it hasn’t been decided.

Mrs. Schiff made a motion to approve the Capital Improvements Plan as presented, and Mr. Wade seconded the motion.

Yes:

Mr. Cherry
Mrs. Hamilton
Mr. Hartson
Mr. Kollman

Mrs. Schiff
Mr. Wade

No: None

Abstained: None

Motion: UNANIMOUS PASS

VIII. Site Plans/Plans of Development and Subdivision Plans

A. PD 19-2 BBQ Restaurant

Property owner “Faison-Colonial Retail Associates” proposes development of a 3,682 square foot restaurant located in the Southpark Crossing Shopping Center. The property owner is in process of subdividing parcel ID #68174800005. The restaurant will be located on the newly created 0.777 acre parcel, which is situated in front of Gabe’s and near Temple Avenue.

Staff recommends that the scope of landscaping be expanded to cover the western side beyond their parcel, since the business will be receiving the benefits of being in a shopping center. Mr. Hartson asked about the landscaping and Ms. Hall provided details about where the landscape should be expanded.

Mr. Hartson asked if the asphalt needs to be repaved for cosmetic reasons. Ms. Hall stated that the parking lot will be updated on the parcel itself. Ms. Hall then stated that the applicant can either base the parking count on restaurant use or shopping center use. If the shopping center option is chosen, a parking agreement would need to be created for both property owners. The parking count that was chosen by the applicant exceeds the minimum parking by 20% and the last 5% would need to be permeable; they are not required to delineate their proposed parking.

Mrs. Schiff asked if the proposed Mission BBQ is the standard design or is there a choice (added that Colonial Heights tends to receive the lower-end designs)? Mr. Hartson said most food chains have a prototype based on the market size. Ms. Hall replied that the target market is the demographic of Fort Lee. Mr. Townes added that the patio is still being configured; accommodating for a larger kitchen and trying to fit within the existing shopping center.

Mr. Wade asked if there are concerns from other businesses such as parking, being in front of the retail store Gabe’s, and/or being closer to Temple Avenue than any other business in the shopping center. Mr. Townes answered that the only concern is from Gabe’s because of the leasing structure. A lot of the grassy area in that parcel is the gas transmission line and he doubts any development would happen in that area.

Mr. Fisher said construction would not start immediately; the Mission BBQ

company's priority is on building the Fredericksburg location. Mr. Townes added that it is scheduled to open in 2019, but it will most likely open in 2020.

Mrs. Schiff made a motion to approve PD-19-2 as presented, and Mr. Cherry seconded the motion.

Yes:

Mr. Cherry
Mrs. Hamilton
Mr. Hartson
Mr. Kollman
Mrs. Schiff
Mr. Wade

No: None

Abstained: None

Motion: UNANIMOUS PASS

B. SUB 19-1 Briarcliffe Section 4 Subdivision Plat

Property Owner "Bollard Property Association" proposed subdivision of parcel identification number 65050000003, which is 16.8 acres. The subdivision is titled "Briarcliffe Section 4" and will include 36 new lots plus open space. The subdivision will be accessed by Briarcliffe Drive and Pinecliffe Drive.

Staff pointed out Lot 22 does not meet minimum frontage requirements of 75 feet. Before 2012, the minimum frontage had to be met at the building line, but the current city code specifies road frontage.

In addition, at Lot 21, the building line is further back than 25 feet, which is allowed. At Lot 20, the polygon buildable area would meet the minimum square footage of 1,000 square feet for a single family home. The Resource Protection Area is so close to this lot that it does not allow for the cutting of vegetation. This is a concern when installing a deck in a rear yard; many homes in Colonial Heights have decks in the Resource Protection Areas prior to 1989. Forty feet of the parcel (the panhandle area) is 15 feet deep. This area for a home is common in urban cities, but not in suburban areas, which is the primary scale of design for Colonial Heights.

The final staff comment was about access to the common space area so the BMP (best management practices) can be maintained. Access should be more than an easement onto private property, but instead a dedicated pathway to allow for regular maintenance of the BMP, otherwise known as drainage pond, drainage ditch or water catchment area.

Mr. Cherry asked Ms. Hall, are the parcels valid or should the subdivision even be designed? Ms. Hall replied that Lot 22 is not a legal parcel and the site plan cannot be approved based on the design of Lot 22. Lot 20 is a legal parcel; it would require a unique-shaped house with recommendations for permanent markers of the Resource Protection Area. Ms. Hall said the approval for the subdivision should be based on requested changes from staff to Lot 22.

Mr. Hartson asked if a property owner must have a permit to build a deck; and Ms. Hall replied, yes. This confirmed the City's ability to protect the Resource Protection Area. Ms. Hall emphasized the importance of educating the citizens about the RPA on the front end before any type of development is considered.

Mr. Fisher said it should be clarified that the approval of the plan is contingent upon meeting the staff's concerns. Preliminary site plans are anticipated to be changed somewhat throughout the site plan approval process to determine if all the requirements have been met.

Mr. Cherry asked if the developer indicated a price point for the homes. Ms. Hall replied, no; she only has information relating to the subdivision and plan of development for the roads and utilities.

Mr. Wade asked if anything else can be done to prohibit trees being cut down in the RPA? Ms. Hall advised that during construction, the developer is required to flag the RPA and provide video or photo evidence of the RPA. Planning and Public Works staff go to the site and confirm the RPA area. Permanent markers as a requirement in the RPA is not codified yet; but, it is a strongly recommended suggestion. Mr. Wade also asked about Lot 22; he wanted to know how to vote and approve the subdivision plan of development. Mr. Hartson reiterated Mr. Fisher's suggestion of voting for approval with staff recommendations.

Mrs. Schiff made a motion to approve SUB 19-1 as presented with staff recommendations for Lot 22, and Mr. Cherry seconded the motion.

Yes:

Mr. Cherry
Mrs. Hamilton
Mr. Hartson
Mr. Kollman
Mrs. Schiff
Mr. Wade

No: None

Abstained: None

Motion: UNANIMOUS PASS

C. PD 19-3 Briarcliffe Section 4 Plan of Development

The Plan of Development (POD) provides infrastructure information for the above referenced subdivision, SUB 19-1 Briarcliffe Subdivision. The proposed street layout loops Pinecliffe Drive, and Briarcliffe Drive terminating with a cul-de-sac.

Ms. Hall requested a water quality impact assessment for the POD because it is a requirement. The applicant needs to submit pictorial evidence and site plans showing vegetation, the RPA line, and any other land disturbance.

Mrs. Schiff asked about the logistics. She said there is a deadend at Briarcliffe Court and asked if that road would ever be opened into a continuous street to Conduit Road. Ms. Hall said the specifics of the street being continued have no effect on the POD and could not comment on the future of that road.

Mr. Cherry made a motion to approve PD 19-3 as presented with staff recommendations, and Mr. Wade seconded the motion.

Yes:

Mr. Cherry
Mrs. Hamilton
Mr. Hartson
Mr. Kollman
Mrs. Schiff
Mr. Wade

No: None

Abstained: None

Motion: UNANIMOUS PASS

IX. Old Business

Mrs. Hamilton asked if the real estate tax abatement program started, and if there has been any interest from the public. Ms. Hall answered, there has been one homeowner who requested an application from the City Assessor's office.

Mrs. Schiff and Mrs. Hamilton asked if any promotional materials such as a brochure or a link on the city website been created about the tax abatement program (for realtors). Ms. Hall replied no; but, she would speak with the City Assessor to see who is in charge of marketing for the program. There is an online portal to apply for the program via the City Assessor's website.

Mr. Fisher said the tax abatement program's ordinance has been posted on the website and the Assessor has created rules and regulations for the program. He agreed that the brochure should include this information.

Mrs. Schiff asked Mr. Henley about the Boulevard being marked backwards coming from Lakeview. She asked when that road would be corrected or is it a part of the Lakeview project? Mr. Henley said construction of Lakeview will start in the winter and extensive work would be required to remark the road before the winter.

X. New Business/Reports

1. Chairman – Mr. Hartson

None

2. Director of Planning and Community Development – Ms. Hall

Planning Commission will be meeting in April. A special use permit application was submitted for a cell phone tower at the location informally known as the Archileti Farm. A community meeting has already been held by the developer to see if there was any concern from citizens about the proposed location.

Ms. Hall asked the board to review the plaque proposal for Mr. Townes after the meeting.

Ms. Hall stated that the next Planning Commission meeting will be in April. Ms. Hall requested that all Planning Commissioners reconfirm their email addresses with her to ensure they are receiving all future communications.

3. Director of Public Works – Mr. Henley

Mr. Henley updated the Planning Commission on the following construction projects:

- Temple Avenue will be resurfaced at the Boulevard starting mid-March for the next sixty days
- Temple Avenue will be resurfaced at the roundabout for the next sixty days
- Reconstruction of Dupuy Ave will start in June 2019 and finish in June 2020
- Replacement of the traffic signal and pavement rehabilitation at Conduit Road and Ellerslie Ave with pedestrian accommodations

4. Others, as necessary or appropriate

a. City Manager – Mr. Smith

Mr. Smith thanked Mr. Henley and his department for working on the funding applications with the MPO and the progress with the river trail program.

Mr. Henley added that the Lakeview project, scheduled to start in the winter, was short on funding. As of last week, the MPO is recommending for that project to be fully funded by adding \$1.6 million dollars. This would allow for the

Lakeview project to be completed.

A traffic signal optimization project on Temple Avenue will start in 2019 to help with traffic flow through this congested area. This project includes pedestrian accommodations for safer crossing of soldiers. The MPO recommended adding \$78,000 to this project. Mr. Smith has been coordinating with Fort Lee representatives on this project.

Another project starting this year is rehabilitating culverts and city bridges (which is another project with the MPO funds of \$232,000). In total, the City has secured \$2.5 million federal dollars in additional funding by working with regional transportation system partners.

b. City Attorney – Mr. Fisher

Mr. Fisher said the new high school tennis courts have no lights, so courts cannot be used at night yet. The City and the School Board are working with Dominion Power through negotiations to have lights installed.

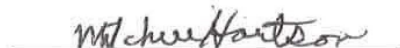
Mr. Fisher also stated that approximately two years ago, a request for a cell tower came before the Commission on city-owned property at Lake Ave. The tower was installed; and the City has received the first check from the sub-tenant, Verizon. Precision Cell is leasing the land and subleasing the tower to telecommunications providers. The City received an \$8,000 check from Verizon, which meets the lease requirement that 30% of a sub-tenant's rent be remitted to the City. Precision Cell is also negotiating with Sprint to co-locate at this tower.

XI. Adjournment

Mr. Hartson moved to adjourn the meeting with all Commissioners in favor. The meeting was adjourned at 8:03 p.m.



Kelly Hall
Secretary



Mitchell Hartson
Chairman